



JOB OPPORTUNITY

Associate Information Systems Analyst (Specialist)/\$4,316-5,247 Contract Management Branch/Statewide Telecommunications & Network Division

The Department of Technology Services has an opening for a permanent, full-time Associate Information Systems Analyst (Specialist) position within the Statewide Telecommunications and Network Division, in the Contract Management Branch. Location of this position is Sacramento.

Essential Functions:

- Participates in development of new statewide telecommunications contracts
- Responsible for complex contract administration, vendor management, and providing guidance to the Department of Technology Services, Statewide Telecommunications and Network Division (DTS/STND) staff on contract terms and conditions
- Consults with contractors regarding contract administration, service, and compliance issues
- Collaborates with Contract Administrator and DTS/STND telecommunications staff to ensure contract compliance through vendor management, evaluation of network performance and provisioning, contract services, network management methodology, end user support, fiscal management, service level agreements, and customer rebates
- Tracks and monitors outstanding contract issues, performs analysis, prioritizes and recommends action to Contract Administrator

Desirable Qualifications:

- Knowledge of Microsoft Office Software products, i.e., Word, Excel, Access, PowerPoint, Outlook, and Visio
- Knowledge of California Public Contract Code, State Procurement Policies and Procedures, State Administrative Manual for Telecommunications, Department Management Memorandum issued policies on Telecommunications, CPUC requirements and FCC references
- Background in Information Technology and/or Telecommunications
- General accounting knowledge
- Excellent written and verbal communication skills

Applications will be accepted only from individuals currently at the Associate Information Systems Analyst (Specialist) level, or applicants who have transfer or list eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until Filled Interested applicants must submit a State application to:

DEPARTMENT OF TECHNOLOGY SERVICES
630 Sequoia Pacific Boulevard
Sacramento, CA 95814
Attn: Debbie Swan/RPA No. 06-095
(916) 657-9292

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

